



Tenant Relocation Plan for River Road Apartments

It is NEDCO's intention to allow all income-qualified tenants to remain housed in the apartments until such time as they desire to move. After the initial tenant survey, it appears that three tenants meet HOME income limits. Because income verification has not been completed it is estimated that a total of two tenants will need to relocate. As such, it is necessary to carry out a tenant relocation plan, in accordance with the Uniform Relocation Act.

NEDCO's property management team, Lori Love and Dannette Gwin, both with extensive experience in tenant engagement and property management, will lead the relocation activities. They will ensure all applicable milestones, notices, and legal requirements are attended, and will make every effort to create a smooth and simple transition for the tenants to be relocated.

As of the date of closing, NEDCO has 30 days to provide move-out notices to tenants, which will be provided to them, along with referrals to similar units elsewhere. Within 90 days of this notice, NEDCO will ensure tenants have located adequate and appropriate housing. All relocation is to be completed four months after closing.

We have defined a relocation budget in the Pro Forma, which consists of 42 months of rental assistance in the amount equal to real market less than the current rent. Additionally, a one-time moving expense assistance will be offered to relocated tenants. We expect this to be adequate to ensure rapid and adequate rehousing for current tenants not eligible under HOME.

212 Main Street
Springfield, OR 97477
T (541) 345-7106
F (541) 345-9584

2700 Market Street NE
Suite 110
Salem, OR 97301
T (503) 779-2680
F (503) 779-2682

421 High Street
Suite 110
Oregon City, OR 97045
T (503) 655-8974
F (503) 303-4763

www.nedcocdc.org



January 28, 2016

Dear Tenant at
1689 River Rd.
Eugene, OR 97404

On February 5, 2016 NEDCO will submit an application for federal HOME Investment Partnership Program funds to acquire and/or rehabilitate the property you occupy at 1689 River Rd. Eugene, OR 97404.

This notice is to inform you that, if the funding is provided and the building is acquired and/or rehabilitated, you may not be displaced. Therefore, we urge you not to move anywhere at this time. If you elect to move for reasons of your own choice, you will not be provided possible relocation assistance.

If NEDCO receives federal HOME Investment Partnerships Program funds to acquire and/or rehabilitate the property, you may be able to lease and occupy your present apartment (or another suitable, decent, safe and sanitary apartment in the building) upon completion of the rehabilitation. Of course, you must comply with standard lease terms and conditions.

After the rehabilitation, your initial rent, including the estimated average monthly utility costs, will not exceed the greater of (a) your current rent/average utility costs, or (b) 30 percent of your average monthly gross household income. If you must move temporarily so that the rehabilitation can be completed, suitable housing will be made available to you for the temporary period, and you will be reimbursed for all reasonable extra expenses, including all moving costs and any increase in housing costs.

Again, we urge you not to move. If the project is approved, you can be sure that we will make every effort to accommodate your needs. Because federal assistance would be involved, you would be protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

KEEP THIS LETTER

This letter is important, and should be retained. You will be contacted soon. In the meantime, if you have any questions about our plans, please contact Dannette Gwin, Assistant Property Manager at 541-345-7106 x 217 or at our office at 212 Main Street, Springfield, OR 97477.

Sincerely,

Dannette Gwin

I acknowledge receipt of and agree to the conditions of the above notice:

Name of Tenant (signature)

1-29-16
Date Signed

Name of Tenant (printed)



January 28, 2016

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Eugene, OR 97404

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Dannette Gwin

I acknowledge receipt of and agree to the conditions of the above notice:


Name of Tenant (signature)

1-29-16
Date Signed


Name of Tenant (printed)



January 28, 2016

Dear Tenant at
1695 River Rd.
Eugene, OR 97404

On February 5, 2016 NEDCO will submit an application for federal HOME Investment Partnership Program funds to acquire and/or rehabilitate the property you occupy at 1695 River Rd. Eugene, OR 97404.

This notice is to inform you that, if the funding is provided and the building is acquired and/or rehabilitated, you may not be displaced. Therefore, we urge you not to move anywhere at this time. If you elect to move for reasons of your own choice, you will not be provided possible relocation assistance.

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Sincerely,

Dannette Gwin

I acknowledge receipt of and agree to the conditions of the above notice:

Name of Tenant (signature)

2-1-17

Date Signed

Name of Tenant (printed)

The first of these is the fact that the system is not a simple one. It is a complex system, and as such, it is not possible to understand it by looking at its parts in isolation. The system is a whole, and its behavior is determined by the interactions of its parts. This is a fundamental principle of systems thinking, and it is one that is often overlooked in traditional approaches to problem-solving.

The second of these is the fact that the system is dynamic. It is not a static system, and its behavior changes over time. This is another fundamental principle of systems thinking, and it is one that is often overlooked in traditional approaches to problem-solving.

The third of these is the fact that the system is open. It is not a closed system, and it interacts with its environment. This is another fundamental principle of systems thinking, and it is one that is often overlooked in traditional approaches to problem-solving.

The fourth of these is the fact that the system is self-organizing. It is not a system that is controlled from the outside, and it is not a system that is designed from the top down. It is a system that organizes itself, and its behavior emerges from the interactions of its parts. This is another fundamental principle of systems thinking, and it is one that is often overlooked in traditional approaches to problem-solving.

The fifth of these is the fact that the system is resilient. It is not a system that is fragile, and it is not a system that is easily disrupted. It is a system that is able to withstand change, and it is able to adapt to new circumstances. This is another fundamental principle of systems thinking, and it is one that is often overlooked in traditional approaches to problem-solving.

The sixth of these is the fact that the system is sustainable. It is not a system that is unsustainable, and it is not a system that is doomed to failure. It is a system that is able to continue to exist, and it is able to thrive in the face of change. This is another fundamental principle of systems thinking, and it is one that is often overlooked in traditional approaches to problem-solving.

The seventh of these is the fact that the system is equitable. It is not a system that is unfair, and it is not a system that is biased. It is a system that is able to provide for the needs of all its members, and it is able to ensure that everyone has a fair chance of success. This is another fundamental principle of systems thinking, and it is one that is often overlooked in traditional approaches to problem-solving.

The eighth of these is the fact that the system is transparent. It is not a system that is opaque, and it is not a system that is hidden. It is a system that is able to be understood, and it is able to be trusted. This is another fundamental principle of systems thinking, and it is one that is often overlooked in traditional approaches to problem-solving.

The ninth of these is the fact that the system is accountable. It is not a system that is irresponsible, and it is not a system that is unaccountable. It is a system that is able to be held responsible for its actions, and it is able to be held accountable for its results. This is another fundamental principle of systems thinking, and it is one that is often overlooked in traditional approaches to problem-solving.

The tenth of these is the fact that the system is inclusive. It is not a system that is exclusive, and it is not a system that is discriminatory. It is a system that is able to include everyone, and it is able to ensure that everyone has a voice. This is another fundamental principle of systems thinking, and it is one that is often overlooked in traditional approaches to problem-solving.

These ten principles are the foundation of systems thinking, and they are the principles that guide the work of systems thinkers. They are the principles that help us to understand the world as it is, and they are the principles that help us to create a better world for ourselves and for others.

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Tenant Roster, Current and Past Thirty Days
1689-1695 River Road, Eugene, OR 97404

1689 River Road: [REDACTED]; 1 bedroom unit; \$650.00 per month
1691 River Road: [REDACTED]; 2 bedroom unit; \$775.00 per month
1693 River Road: [REDACTED]; 2 bedroom unit; \$750.00 per month
1695 River Road: [REDACTED]; 2 bedroom unit; \$750 per month

Dear Prospective Tenant:
1689 River Road
Eugene, OR 97404

On February 5, 2016, NEDCO submitted an application to acquire and/or rehabilitate the buildings at 1689 River Road, Eugene, OR 97404. Because Federal funds will be used for this project, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, applies only to the **tenants in residence at time of original application**.

**Should you become a new tenant of the building above, you will not be eligible
for relocation benefits under the URA.**

This notice is to inform you of the following information **before** you enter into any lease agreement and occupy a unit/space at the above address:

- You may be displaced by the project development.
- You may be required to relocate temporarily.
- You may be subject to a rent increase.
- You **will not** be entitled to any relocation benefits provided under the URA. If you have to relocate or your rent is increased as a result of development of the above project, you will not be reimbursed for any such rent increase or for any moving costs or expenses incurred by you.

Please read this notice carefully prior to signing a rental agreement and moving into the building above. If you should have any questions about this notice, please contact Dannette Gwin, Property Manager for NEDCO at 212 Main Street, Springfield, OR 97477 or call 541-345-7106 x 217. After you read and understand this notice, please sign the statement below if you still desire to lease the unit at this time.

Sincerely,

Dannette Gwin
Property Manager

I have read the above information and understand the conditions under which I am moving into this building.

Name of Tenant (signature)

Date Signed

Name of Tenant (printed)

1689 River Road, Eugene, OR 97404 Unit # _____

NOTICE OF INTENT TO OCCUPY - HOUSING

Location: 1689 River Road, Eugene, OR 97404 Unit#

List names of all tenants who will occupy this rental unit:

On February 5, 2016, NEDCO submitted an application for HOME Investment Partnership Program funding from the City of Eugene to acquire and/or rehabilitate the buildings at 1689 River Road, Eugene, OR 97404. The loan proceeds may be used to purchase and/or fund repairs of the residential property that you intend to occupy.

This letter serves as official notification to you that possible displacement or a Possible rent increase may occur, although neither is anticipated, in conjunction With the acquisition or the work undertaken through the loan. In the event you Are displaced, you would **NOT BE ELIGIBLE** to receive relocation assistance Or benefits.

If you have any questions, please contact the Development Analyst, Neighborhoods, Housing and Community Development Division, City of Eugene at 682-5529.

All signers on the lease/rental agreement must sign below:

Signature of Tenant

Phone No.

Date Signed

Signature of Tenant

Phone No.

Date Signed

*****SIGN AND DATE PRIOR TO OCCUPANCY*****

S/BuildingWorks/Property Management/1689 River Road/ NOTICE OF INTENT TO OCCUPY - HOUSING



NOTICE OF INTENT TO VACATE - HOUSING

NEDCO
212 Main Street
Springfield, OR 97477

RE: UNIT NO.: _____

LIST NAMES OF ALL TENANT(S) OCCUPYING THIS RENTAL UNIT:

I have vacated the above referenced apartment and terminate our Rental Agreement effective
_____.

Reason(s) for Moving: _____

On ----- you were notified by letter from the City of Eugene that it will be necessary for you to relocate no later than midnight on ----- and that you are eligible for relocation benefits. By electing to move for reasons of my own choice, I/We understand that no relocation assistance or benefits will be provided.

If you have any questions, please contact the Development Analyst, Neighborhoods, Housing and Community Development Division, City of Eugene at 682-5529.

All signers on the lease/rental agreement must sign below:

Signature of Tenant

Signature of Tenant

Phone No.

Phone No.

Forwarding Address:

Forwarding Address:

*****SIGN & DATE WHEN 30 DAY NOTICE IS GIVEN*****

SECTION 5 PROJECT SCHEDULE

Project Schedule Narrative

1. Please provide a narrative description to accompany the Form 5 project schedule in your proforma. Please be specific about how the timelines were determined for obtaining commitments for leveraged project financing, forming legal ownership entities, real estate closing, temporary and permanent relocation, construction commencement, construction completion, lease-up, etc. Describe the plan for securing all financing and the plan to complete acquisition within 12 months.

Site Control:

- Option Agreement/Conditional contract: 1/28/2016
- Closing: 8/31/2016

Feasibility/Due Diligence:

- Phase 1 Environmental Assessment: 4/15/2016
- Phase 2 Environmental Assessment: to be completed by City of Eugene staff
- Neighborhood Notification: 3/7/2016
- Relocation of existing tenants: 12/1/2016; determined by length of time after closing

Relocation:

- Planning and budget: 1/25/2016; immediately after negotiations for property acquisition began
- Initiation of negotiation: 1/25/2016
- GIN delivered to tenants: 1/29/2016
- Advisory services to tenants: 1/26/2016
- Notice of Eligibility and non-displacement to tenants: 1/29/2016
- 90-day notice to tenants: 9/1/2016; notices will be made upon consultation with city staff
- Tenant move out: 12/1/2016; see "Relocation of existing tenants"

Financing:

- Appraisal: 7/15/2016; Four weeks after estimated award
- Financial underwriting: 2/5/2016
- Construction cost estimate: scheduled for the day after closing
- Lender selection: 2/5/2016
- Funding for services: 8/31/2016; available upon closing

Construction:

- Solicit bids: 4/1/2016
- Begin Construction: 9/1/2016: Rehab of exterior will start after closing, with interior work to follow
- Issued certificate of occupancy: 2/1/2017

Occupancy:

- Begin lease-up: 5/1/2017; determined by issued certificate of occupancy

Please complete the following Excel form in Attachment D and place in this section:

► Form 5, Project Schedule

Organization Name:	NEDCO
Project Name:	River Road Apartments

Instructions:

- Provide "Date Completed" and "Status" information for the following project tasks at a minimum.
- If a task does not apply to your project, enter N/A. To add additional tasks, insert additional lines as needed.
- Submit this form in chronological order. Use the sort function to reorder the form by the "Date Completed" column.
- For each new task you enter in this column, also enter the appropriate category in the first column.

Category	Tasks	Date Completed or Expected Completion	Status
Site Control	Option Agreement/Conditional contract	1/28/2016	(e.g., Executed PSA/Option)
Site Control	Maximum Extensions		
Site Control	Closing	8/31/2016	(e.g., Must Close on or before August 31, 2016)
Feasibility/Due Diligence	Site survey		N/A
Feasibility/Due Diligence	Market study		N/A
Feasibility/Due Diligence	Phase 1 Environmental Assessment	4/15/2016	
Feasibility/Due Diligence	Phase 2 Environmental Assessment		City staff to do assessment
Feasibility/Due Diligence	Capital needs assessment		N/A
Feasibility/Due Diligence	Neighborhood notification	3/7/2016	
Feasibility/Due Diligence	Relocation of existing tenants	12/1/2016	120 after closing
Relocation	Planning and budget	1/25/2016	
Relocation	Initiation of negotiations	1/25/2016	
Relocation	GIN's delivered to tenants	1/29/2016	
Relocation	Advisory services to tenants	1/29/2016	
Relocation	Notice of Eligibility to tenants	1/29/2016	
Relocation	Notice of Non-displacement to tenants	1/29/2016	
Relocation	90 day notice to tenants	9/1/2016	Upon City staff guidance
Relocation	Tenant move out	12/1/2016	

Financing	Appraisal	7/15/2016	estimated 4 weeks after award
Financing	Financial underwriting	2/5/2016	
Financing	Application for funding (specify source):		N/A
Financing	Application for funding (specify source):		N/A
Financing	Application for funding (specify source):		N/A
Financing	Construction cost estimate	9/1/2016	
Financing	Lender selection	2/5/2016	
Financing	Funding for services	8/31/2016	upon closing
Financing	Award date for funding source (specify):		N/A
Financing	Award date for funding source (specify):		N/A
Financing	Award date for funding source (specify):		N/A
Design/Permitting	Preliminary drawings completed		N/A
Design/Permitting	Zoning approval		N/A
Design/Permitting	Site plan approval		N/A
Design/Permitting	Building permit application submitted		N/A
Design/Permitting	Building permits issued		N/A
Design/Permitting	Final Plans and Specs Completed		N/A
Construction	Solicit bids	4/1/2016	
Construction	Selection of general contractor	N/A	NEDCO will act as general
Construction	Begin construction	9/1/2016	Rehab of exterior will start after closing with interior work to follow
Construction	Issued certificate of occupancy	2/1/2017	
Occupancy	Selection of management entity		N/A
Occupancy	Selection of service providers		N/A
Occupancy	Begin lease-up	2/1/2017	
Occupancy	Placed in service - 1st Building		N/A
Occupancy	Placed in service - Last Building		N/A

SECTION 6

DEVELOPMENT BUDGET

Development Budget Narrative

1. Please provide a narrative description regarding the development budget (specifically related to the Sources and Uses of Funds tabs in the pro forma). Please provide justifications of all costs and assumptions. Describe any choices the development team has made related to long-term affordability and cost savings.

Project Units:

- 3 HOME Units – Based on HOME investment in relation to the total project Cost.
 - 3 Units at 50% AMI.
- 1 Non-HOME unit
 - 1 Unit at 50% AMI.

Sources:

- HOME Funds (426,391) – Funds requested from the City of Eugene
- Permanent Loan (142,236) – Loan from Umpqua Bank. The loan is amortized over 25 years at 3.49% interest with a 10 year call.

Uses:

- Land & Improvements (364,000) – the purchase price divided between land and improvements.
- Closing/Recording Fees (1,000) – Title & Escrow fees
- Property Taxes on Closing (985) – Estimated property taxes due at closing
- Building Inspection (800) – Estimated cost of building inspection.
- On-Site Work (86,500) – Rehabilitation to building and units. Exterior work includes roof, gutters and downspouts, deck repair and exterior doors. Interior work includes flooring, appliances and ventilation fans for all units and countertops (2x) and interior paint (3x) to necessary units.
- Builder's Risk (1,833) – Builder's Risk for rehab.
- Contractor's Overhead & Profit (0): Due to the limited scope of rehab, general contractor is not needed.
- Construction Contingency (13,455) – 15% of total construction costs.
- Tenants Moved During Rehab (3,200): The first unit rehabbed will be vacant. As other units are rehabbed, tenants will be moved to newly rehabbed units.
- Environmental Report (3,000) – Estimated cost of report.
- Appraisal (3,000) – Estimated cost of appraisal.
- Developer Fee (74,169) – Developer fees are calculated at 15% of total project costs.
- Permanent Loan Fee (1,422) – 1% loan fee
- Permanent Loan Closing Fees (500) – Closing and recording fees.

- Tenant Relocation (14,960) – Estimate of two tenants qualified for relocation. The expense is calculated at the difference between existing and fair market rent multiplied by 42 months. A \$1,600 moving expense per unit is also included.

Please complete the following Excel form in Attachment D and place in this section:

► Form 6, Proforma (includes several tabs)

Project Summary

Project Name River Road Apartments **Date** 2/5/2016

Project Type select X for each applicable **Pro Forma Type:** (A) Original Application

X Acq/Rehab
 -- New Construction
 -- Rehab
 -- Preservation

Project Square Feet	total	%
Residential	3,050	91.0%
Common Space	300	9.0%
Commercial	0	0.0%
Total Res Sq Ft	3,350	100.0%
Total	3,350	--

Number of Units 4

figures* based on: (A) Original Application

*specified in row 5 "pro forma type":

Overall Costs

	Total Costs	Cost / Unit	Cost / Res Sq Ft	% of Total Costs
Total	\$568,627	\$142,157	\$169.74	-
Acquisition	\$366,785	\$91,696	\$109.49	64.5%
Construction	\$104,988	\$26,247	\$31.34	18.5%
Development	\$96,854	\$24,213	\$28.91	17.0%

Development & Construction Cost / Unit Type

	tot sq ft	tot units	Dev & Const cost/unit
0 bedroom	0	0	-
1 bedroom	650	1	\$43,682
2 bedroom	2,400	3	\$52,720
3 bedroom	0	0	-
4 bedroom	0	0	-
5 bedroom	0	0	-

Common Areas:	300	\$75
Development & Construction Costs		\$201,842
Dev & Const Cost / Res Sq Ft:		\$60

Construction Costs

	Total Costs	Cost / Unit	Cost / Res Sq Ft
Total Construction Costs minus GC/O/P	\$104,988	\$26,247	\$31.34
Total Builder GC/O/P	\$0	\$0	\$0.00
Builder General Conditions	\$0	\$0	\$0.00
Builder Overhead	\$0	\$0	\$0.00
Builder Profit	\$0	\$0	\$0.00
Construction Contingency	\$13,455	\$3,364	\$4.02

Development Costs

	Total Costs	Cost / Unit	% Construction
Architect's Fee	\$0	\$0	0%
	Total Costs	% of Development	Cost / Unit
Development Contingency	\$0	0.0%	\$0

Project Name

River Road Apartments

Date

2/5/2016

	Total	% of Total	Cost / Unit
Developer Fee	\$74,169	15%	\$18,542
Consultant Fee	\$0	0%	\$0
Minimum Required non-profit share of Developer Fee (If Applicable)	\$18,542	4%	\$4,636
Total Developer Fee	\$74,169	15%	\$18,542
Total Deferred Fee	\$0	0%	\$0
Total Cash Developer Fee	\$74,169	15%	\$18,542

Operating Income & Expense:

Income:	Total	Percent of EGI	\$ / Unit
EGI without OAHTC	\$24,525	--	\$6,131
EGI with OAHTC		--	\$0

Expenses:	Total / Unit	Percent of EGI w/o OAHTC	Percent of EGI w OAHTC
Total Op Expenses / Unit	\$3,331	13.6%	0.0%
Less Property Tax / Unit	\$0	0.0%	0.0%
Less resident services / Unit	\$250	1.0%	0.0%
Net Op Exp/Unit	\$3,081	12.6%	0.0%

On Site Mgmt Fee / Unit	\$0	0.0%	0.0%
Off Site Mgmt Fee / Unit	\$0	0.0%	0.0%
Total Mgmt Fee / Unit	\$0	0.0%	0.0%

Maintenance & Repairs / Unit	\$400	1.6%	0.0%
Replacement Reserve	\$0	0.0%	0.0%

Net Operating Income:	Total	Percent of EGI	\$ / Unit
Net Operating Income without OAHTC	\$11,200	45.7%	\$2,800
Net Operating Income with OAHTC		0.0%	\$0

Debt Coverage Ratio:	Total
Primary DCR without OAHTC	1.31
Primary DCR with OAHTC	-
Total DCR without OAHTC	1.31
Total DCR with OAHTC	-

Cash Flow:	Total	Percent of EGI	\$ / Unit
Primary Cash Flow without OAHTC	\$2,664	10.9%	\$666
Primary Cash Flow with OAHTC	#REF!	0.0%	\$0
Total Cash Flow without OAHTC	\$2,664	10.9%	\$666
Total Cash Flow with OAHTC	#REF!	0.0%	\$0

(A) Original Application

(A) Original Application

[illegible]

Project Name:

River Road Apartments

USES OF FUNDS

Date:

2/5/2016

Pro Forma Type:

(A) Original Application

Bridge Loan Fees
Bridge Loan Legal
Bridge Loan Trustee
Bridge Loan Underwriting

Permanent Loan Fees

Perm. Loan Fee
Perm. Loan Closing Fees

Tax Credit Fees

Tax Credit Fee
Tax Credit Syndication Fee
Tax Credit Cost Certification
Tax Credit Legal/Advisor Fee

Bond Issuance Fees

Cost of Bond Issuance
Negative Arbitrage (1.50%)
Bond Cost Certification
Other (list below):

Interest

Construction Period
Construction Bridge Loan
Other (list below):

Development Contingency

Development Contingency
Contingency Escrow Account (3%)

Lease Up / Tenant Relocation

Lease Up
Tenant Relocation

Reserves/Cash Accounts

Operating Reserve
Deposit to Replacement Reserves
Other (list below):

Development Costs Subtotal:

TOTAL PROJECT COST

Surplus or Gap (original)
Surplus or Gap (carry over)
Surplus or Gap (final)

Total of the amount to be expended by Carryover Date
(divided by) Total Residential Project Costs
(equals) the Percent of estimated cost expended by Carryover Date

Project Name:

River Road Apartments

USES OF FUNDS

Date:

2/5/2016

Pro Forma Type:

(A) Original Application

	(A) Original Application	(B) Carryover Application	(C) Final Application	
Developer Fee Percent	15.0%	-	-	OHCS policy. Total developer fee must be no more than 15% of total Project costs net of developer fee, reserves and cash accounts.
Project Development Percentage	17.0%	-	-	OHCS policy. Development costs can be no more than 30% of total project costs.
Development Contingency	0.0%	-	-	Preference is to be no more than a maximum of 5%.
Construction Contingency	14.7%	-	-	OHCS policy. Construction contingency can be no more than 5% for NC, 10% for Rehab
Contractor Profit, Overhead & GC	0.0%	-	-	OHCS policy maximum, Contractor Profit (8%), Overhead (2%) and General Conditions (6%). Combined can be no more than 14% of construction c
Construction less Contractor P&O&GC	\$104,988	\$0	\$0	
	\$194,458.0	\$0.0	\$0.0	Project costs net of developer fee, reserves and cash accounts

SOURCES OF FUNDING

Project Name: River Road Apartments

Date: 2/5/2016

Funding Source	RESIDENTIAL					COMMERCIAL	
	HOME Match (select)	Initial Application	Carryover	Final Application	Status	Anticipated or Firm Commitment Date	Commercial Anticipated or Firm Commitment Date
OHCS GRANTS & EQUITY							
LIHTC Equity							
HOME		\$426,391					
Total OHCS Grants & Equity		\$426,391	\$0	\$0			\$0
OHCS LOANS							
Tax Exempt Bonds							
HOME							
Total OHCS Loans		\$0	\$0	\$0			\$0
NON-OHCS GRANTS (list)							
Total NON-OHCS Grants		\$0	\$0	\$0			\$0
NON-OHCS LOANS (list as applicable)							
Permanent Loan (Umpqua Bank)		\$142,236					
Total NON-OHCS Loans		\$142,236	\$0	\$0			\$0
APPLICANT CONTRIBUTIONS (list additional as applicable)							
Cash		\$0					
Deferred Development Fee							
Total Applicant Contribution		\$0	\$0	\$0			\$0
OTHER: (list additional as applicable)							
Cash flow During Rehab							
Total Other Funds		\$0	\$0	\$0			\$0
TOTAL FUND SOURCES		\$568,627	\$0	\$0	(Note: Total Fund Sources must match "Total Project Cost" from Uses of Funding page.)		\$0
(original) Surplus or Gap		\$0					
Other OHCS non-equity sources:							
Oregon Affordable Housing Tax Credit (OAHTC)					(loan amount from OAHTC worksheet)		
Construction bridge loan					(enter loan amount)		
Predevelopment Loan					(loan amount)		

Project Name: River Road Apartments

Project Name:

Project Name: River Road Apartments

Date: 2/5/2016

Pro Forma Type:

(A) Original Application

County: LANE pick from drop down

Income Inflation Rate:

2.00% if you change this income inflation rate from it's default (2%) you must support it in your narrative

[illegible]

Total Residential Square Feet
3,050

Total Annual Income

[illegible]

Other Revenue:

[illegible]

SUB-TOTAL OF

SUB-TOTAL OTHER REVENUE	\$1,000	\$1,020	\$1,040	\$1,061	\$1,082	\$1,195	\$1,319	\$1,457	\$1,776
Gross Income:		\$25,816	\$26,332	\$26,859	\$27,396	\$27,944	\$30,853	\$34,064	\$45,845
Less Vacancy Rate	5.0%	(\$1,291)	(\$1,317)	(\$1,343)	(\$1,370)	(\$1,397)	(\$1,543)	(\$1,703)	(\$2,292)
Effective Gross Income:		\$24,525	\$25,016	\$25,516	\$26,026	\$26,547	\$29,310	\$32,360	\$43,553

HOUSING OPERATING BUDGET - EXPENSES

Project Name: River Road Apartments

Date: 2/5/2016

Pro Forma Type: (A) Original Application

Expense Inflation Rate: 3.00% if you change this expense inflation rate from it's default (3%) you must support it in your narrative

Enter annual expense for ALL units below

Annual Operating Expenses	Annual per Unit	1	2	3	4	5	10	15	20	30
Insurance	\$280	\$1,120	\$1,154	\$1,188	\$1,224	\$1,261	\$1,461	\$1,694	\$1,964	\$2,639
Utilities:(common areas)										
Gas/Oil	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water & Sewer	\$390	\$1,560	\$1,607	\$1,655	\$1,705	\$1,756	\$2,035	\$2,360	\$2,735	\$3,676
Garbage Removal	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cable TV	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & Maintenance	\$400	\$1,600	\$1,648	\$1,697	\$1,748	\$1,801	\$2,088	\$2,420	\$2,806	\$3,771
Landscape Maintenance	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Replacement Reserve	\$300	\$1,200	\$1,236	\$1,273	\$1,311	\$1,351	\$1,566	\$1,815	\$2,104	\$2,828
Property Management:										
On-site	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contracted (Off-Site)	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services:										
Resident Services	\$250	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126	\$1,305	\$1,513	\$1,754	\$2,357
Case Management	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Legal	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accounting	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Compliance Monitoring Fees	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office & Administration	\$496	\$1,985	\$2,045	\$2,106	\$2,169	\$2,234	\$2,590	\$3,003	\$3,481	\$4,678
Advertising/Marketing & Promotion	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Unit Turnover	\$375	\$1,500	\$1,545	\$1,591	\$1,639	\$1,688	\$1,957	\$2,269	\$2,630	\$3,535
Taxes(non-real estate)	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Real Estate Taxes	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Payroll Taxes	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Internet Connection Fee	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other: (list below)										
HOA Fee	\$840	\$3,360	\$3,461	\$3,565	\$3,672	\$3,782	\$4,384	\$5,082	\$5,892	\$7,918
	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Annual Operating Expenses:	\$3,331	\$13,325	\$13,725	\$14,137	\$14,561	\$14,998	\$17,386	\$20,156	\$23,366	\$31,402

HOUSING OPERATING BUDGET - EXPENSES

Project Name: River Road Apartments

Date: 2/5/2016

Pro Forma Type: (A) Original Application

Expense Inflation Rate: 3.00% if you change this expense inflation rate from it's default (3%) you must support it in your narrative

Enter annual expense for ALL units below

Annual Operating Expenses	1	2	3	4	5	10	15	20	30
Less Debt Service:									

Permanent loan (no OAHTC)

Rate	Amortization (Years)	Loan Amount	1	2	3	4	5	10	15	20	30
3.49%	25	\$142,236	\$2,134	\$8,536	\$8,536	\$8,536	\$8,536	\$8,536	\$8,536	\$8,536	\$0

OAHTC loan scenario

Rate	Amortization (Years)	Loan Amount	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
#REF!	#REF!	#REF!	\$0	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!

Portion of perm loan w/o OAHTC (if applicable)

Rate	Amortization (Years)	Loan Amount (minus OAHTC portion)	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
#REF!	#REF!	#REF!	\$0	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!

Other Loans / Deferred Fee

Rate	Amortization (Years)	Loan Amount	1	2	3	4	5	10	15	20	30
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Other Loans (HOME Loan, Partnership Loans) & Cash flow Loans

Rate	Amortization (Years)	Loan Amount	1	2	3	4	5	10	15	20	30
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Utility Allowance

Project Name:

River Road Apartments

Date:

2/5/2016

Pro Forma Type:

(A) Original Application

Utilities	Specify Type of Utility (Gas, elec., Oil, etc.)	choose from drop down menu Owner or Tenant Paid	fill in the dollar amounts in cells below					
			0 BDRM	1 BDRM	2 BDRM	3 BDRM	4 BDRM	5 BDRM
Heating	All Electric	Tenant Paid		\$76	\$94			
Lighting								
Air Conditioning								
Cooking								
Hot Water								
Water								
Sewer		Tenant Paid		\$22	\$27			
Trash Removal		Tenant Paid		\$32	\$46			
		Owner Paid						
Total Utility Allowance			\$0	\$130	\$167	\$0	\$0	\$0

Source of Utility Allowance Calculation: (Write organization below & attach a copy)

Local Housing Authority	EWEB
Utility Company	
Other	

If allowances are calculated by other methods, attach the appropriate schedule and include unit rents, number of bedrooms, and allowances

Project Summary

Project Name River Road Apartments **Date** 2/5/2016

Project Type select X for each applicable **Pro Forma Type:** (A) Original Application

X Acq/Rehab
 -- New Construction
 -- Rehab
 -- Preservation

Project Square Feet

	total	%
Residential	3,050	91.0%
Common Space	300	9.0%
Commercial	0	0.0%
Total Res Sq Ft	3,350	100.0%
Total	3,350	--

Number of Units 4

figures* based on:

(A) Original Application

*specified in row 5 "pro forma type":

Overall Costs

	Total Costs	Cost / Unit	Cost / Res Sq Ft	% of Total Costs
Total	\$568,627	\$142,157	\$169.74	-
Acquisition	\$366,785	\$91,696	\$109.49	64.5%
Construction	\$104,988	\$26,247	\$31.34	18.5%
Development	\$96,854	\$24,213	\$28.91	17.0%

Development & Construction Cost / Unit Type

	tot sq ft	tot units	Dev & Const cost/unit
0 bedroom	0	0	-
1 bedroom	650	1	\$43,682
2 bedroom	2,400	3	\$52,720
3 bedroom	0	0	-
4 bedroom	0	0	-
5 bedroom	0	0	-

Common Areas:	300	\$75
Development & Construction Costs		\$201,842
Dev & Const Cost / Res Sq Ft:		\$60

Construction Costs

	Total Costs	Cost / Unit	Cost / Res Sq Ft
Total Construction Costs minus GC/O/P	\$104,988	\$26,247	\$31.34
Total Builder GC/O/P	\$0	\$0	\$0.00
Builder General Conditions	\$0	\$0	\$0.00
Builder Overhead	\$0	\$0	\$0.00
Builder Profit	\$0	\$0	\$0.00
Construction Contingency	\$13,455	\$3,364	\$4.02

Development Costs

	Total Costs	Cost / Unit	% Construction
Architect's Fee	\$0	\$0	0%
	Total Costs	% of Development	Cost / Unit
Development Contingency	\$0	0.0%	\$0

SECTION 8 PROJECT OPERATIONS

Operations Narrative

1. Please provide a narrative description of the long term operations (specifically related to the Income and Expenses tabs in your proforma). Please justify costs and assumptions. Describe how the projected revenue was determined. Please describe why the rents were selected and why they are appropriate to the long term viability of the project.

Income:

- Rent – Three 2-Bedroom Units (666) and One 1-Bedroom unit (555). All Units are 50% AMI.
- Utility Allowance – All tenants are responsible for electricity. Two units also pay water and sewer. The other two units are on a shared meter for water and sewer. Water and sewer for those units will be paid by NEDCO.
- Deposits on Turnover (1,000) – Estimated net loss of 500 per year on unit turns. (1,000 income & 1,500 expense)

Expenses:

- Insurance (1,120) – Property insurance, based on quote from NEDCO's insurance company.
- Water and Sewer (1,560) – Includes water and sewer for two units that share a meter and common area electricity. Based on actuals reported by Owner.
- Repairs and Maintenance (1,600) - 400 per unit per year.
- Replacement Reserve (1,200) – 300 per unit per year.
- Resident Services (1,000) – NEDCO's financial literacy classes offered to tenants. HIV Alliance's services are funded by their ongoing operations.
- Office & Administration (1,985) – In-house property management expenses.
- Unit Turnover (1,500) – Estimated net loss of 500 per year on unit turns (1,000 income & 1,500 expense)
- HOA Fees (3,360) – HOA Fees include garbage removal, cable TV, and common area landscaping.
- Permanent Loan (142,236) – Loan from Umpqua Bank. The loan is amortized over 25 years at 3.49% interest with a 10 year call.

Attachment

<input checked="" type="checkbox"/> Documentation of utility allowance schedule.
--

EUGENE - Goshen - Seavey Loop - EWEB 4799
(Includes Electricity)

CO	DD	GAS		GAS		OIL		OIL		GAS	
		Sp Ht	Water Ht	Sp Ht	Water Ht	Sp Ht	Water Ht	Sp Ht	Water Ht	Sp Ht	Water Ht
0BR											
MULTI		54	54	61						62	
1BR											
SINGLE		68	68	77	92	88				80	
MULTI		65	65	74						75	
2BR											
SINGLE		82	83	93	115	110	101				
MULTI		77	77	88			90				
3BR											
SINGLE		93	94	108	134	128	113				
MULTI		88	90	103			105				
4BR											
SINGLE		104	106	122	154	147	130				
MULTI		99	101	116			119				
5BR											
SINGLE		115	118	137	174	167	147				

WATER ALLOWANCES

Bdrm Allowance

EWB	0	20
	1	22
	2	27
	3	35
	4	45
	5	56

Santa Clara & River Rd

0	21
1	23
2	30
3	44
4	65
5	88

Outside City

0	20
1	24
2	38
3	55
4	72
5	90

Eugene Inside City

0	29
1	32
2	46
3	67
4	84
5	102

Eugene Outside City

0	22
1	22
2	22
3	22
4	41
5	41

Allowance

0	23
1	23
2	23
3	23
4	41
5	41

Bdrm Allowance

0	23
1	23
2	23
3	23
4	41
5	41

Eugene Inside City

0	23
1	23
2	23
3	23
4	41
5	41

Eugene Outside City

0	22
1	22
2	22
3	22
4	41
5	41

Allowance

0	23
1	23
2	23
3	23
4	41
5	41

UTILITY ALLOWANCE 2015

Updated: 04/15/15

Non Electric Heat	
Elect for Lighting	
Elec/Lighting & Heat	
Water	
Sewer	
Garbage	
Well (1)	
Range (4)	
Refrigerator (5)	
Microwave (2)	
Fees	
TOTAL	
NAME	
ADDR	
DATE	
Lease Up	Annual

ALL ELECTRIC	UTIL ALLOW
SINGLE:	
(House)	1BR 81
	2BR 107
	3BR 123
	4BR 143
	5BR 162
MULTI:	
(Duplex, or Apt., or Multi Plex)	0BR 60
	1BR 76
	2BR 94
	3BR 114
	4BR 132

GARBAGE RATES

Bdrm Allowance

0	23
1	23
2	23
3	23
4	41
5	41

Eugene Inside City

0	22
1	22
2	22
3	22
4	41
5	41

Eugene Outside City

0	20
1	24
2	38
3	55
4	72
5	90

Eugene Inside City

0	29
1	32
2	46
3	67
4	84
5	102

Eugene Outside City

0	22
1	22
2	22
3	22
4	41
5	41

Allowance

0	23
1	23
2	23
3	23
4	41
5	41

SECTION 9 PROJECT TEAM

Personnel

1. List the names of key members of the organization's development team, their titles and their years of experience in affordable housing below.

Name	Title (e.g., executive director, project manager.)	Years Experience in Affordable Housing
Emily Reiman	Executive Director	5
Matt Fadich	Director of Finance	11
Lori Love	BuildingWorks Director	11
Dannette Gwin	Property Manager	9

Organizational History

2. Has the organization developed affordable housing projects previously? Yes ☒ No ☐

3. Experience: 36 Years

4. Has the organization done similar projects to that for which you are seeking funds for through this application:

a. Number of similar projects completed: 6 Projects

b. Please describe the similar projects completed and their current status:

Project management, acquisition and rehab, and property management experience:

Polk Apartments, Eugene: A 12-unit apartment complex acquired, renovated, and managed as affordable housing for youth aging out of foster care

Main Street Apartments, Springfield: Four low-income affordable units acquired, renovated, and managed above our office at 212 Main Street, Springfield

Monroe Street Apartments, Eugene: Two low-income units acquired, renovated, and managed as part of a commercial preservation project

Foreclosure Recovery Project, Springfield: Five single-family homes acquired as blighted REO properties, renovated and managed by NEDCO as rental housing for low-income households displaced by foreclosure

Garfield single-family homes, Eugene: Three existing single family homes acquired, renovated, and offered for sale to low-income first-time homebuyers

West Butte Townhouses, Eugene: Nine townhomes constructed and offered for sale for low-income first-time homebuyers

In addition to the above named projects, NEDCO has extensive additional experience with the construction and sale of affordable single-family housing, including many scattered site projects and two larger developments.

5. Number Units Placed in Service: 100 Units

6. When was the organization last audited? 10/1/2015

a. Were there any findings? Yes ☐ No ☒

b. Have these findings been resolved? Yes ☐ No ☒

c. If not, what is your plan for resolution?

7. Is the Sponsor organization currently engaged in any project workouts? Yes ☐ No ☒

a. If yes, please list any projects in workout, and provide a brief summary of the reason for the workout status.

	Project Name	Reason for Workout
1.		
2.		
3.		

Ownership Entity

8. What is the legal status of the Ownership Entity for the project?

☒ Currently Exists

☐ To Be Formed prior to receiving a HOME award. Estimated formation date 1/1/2001

9. Ownership Entity Information

Name: NEDCO (Neighborhood Economic Development Corporation)

Address: 212 Main Street

City: Springfield State: OR Zip Code: 97477

Phone: 541-345-7106 E-mail: lori@nedcocdc.org

Fax: 541-345-9584 Federal Identification Number: 93-0739188

10. Individuals/Organizations that Comprise the Ownership Entity (if known at time of application):

Name	Address	Phone	Entity Type	Federal ID #	% Ownership

11. Is the relationship between the ownership entity and organization expected to change over time? Yes ☐ No ☒

a. How will the relationship change?

Property Management

12. Briefly summarize the management plan for this project. Be sure to address facility maintenance, on-site management, and services provided:

NEDCO will provide property management and arrange all maintenance for this project. Tenants will contact Property Manager, Dannette Gwin, for all maintenance-related issues. Ms. Gwin's cell phone number will be provided to tenants in the event of an emergency. NEDCO conducts annual maintenance, health, and safety inspections of all properties. Additional services provided to tenants include access to NEDCO's financial capability courses, coaching, and asset building programs, including Individual Development Accounts (matched-savings accounts toward a specified asset goal).

13. Explain your marketing strategy and the tenant selection process, including the establishment and management of any waiting lists.

Upon execution of the MOU, NEDCO will partner with HIV Alliance to fill vacancies. HIV Alliance will solicit applications from candidates. Apartments will be offered to the first qualified applicant. If no tenant referred by HIV Alliance is eligible, applications will be solicited from low-income renters on the waiting list maintained by NEDCO. Eligible applicants will meet income qualifications, be able to provide current and past landlord references, income and bank statements, current photo identification, and copies of Social Security or Resident Card. If no units are available, eligible applicants will be placed on a waiting list and will be notified in writing of their position on the list. When apartments become available, eligible applicants from the waiting list will be contacted on a first come, first-served basis to determine whether they are still in need of housing. At this time, applicants will be required to furnish current information, including income verification. Applications will be processed at the time housing becomes available.

14. Describe your organization's experience with income verification including information collected, required documentation, and third party verifications.

NEDCO has successfully managed residential properties for over twenty years and has extensive experience carrying out projects with HOME funds. Our BuildingWorks Director, Lori Love, and Finance Director, Matt Fadich, each have over a decade of experience in affordable housing, and Dannette Gwin, NEDCO's property manager, has nine. Household income is verified during the initial screening process and at each recertification. Applicants are required to submit copies of paycheck stubs showing income for the most recent six-month period. Other income is verified with a copy of award letters from

the Social Security Administration, state or federal agencies, school grants or loans, unemployment, etc. Income from additional third party sources such as family member contributions or direct payment of child support is verified with copies of cancelled checks, a letter from the source of payment, or bank statements. Six months of checking and savings account information is also required. NEDCO offers many other programs that require income verification, including our first-time homeownership, foreclosure prevention, down payment assistance, and Individual Development Account programs.

15. If you contract with a property management agency, discuss the management agency's ability to efficiently maintain additional properties and assets.

We do not plan to contract with a third party for this project.

16. Will management be provided on site?

Yes ☐ No ☒

- a. If yes, form of management:

- ☐ Resident Manager(s) - Number of units:
☐ Management office (Business Hours Only)
☐ Management office (24 hr)
☐ Other, Describe:

- b. If no, describe your service area and how this project fits within your organization's capacity.

Lori Love, Matt Fadich, and Dannette Gwin have 31 years of combined experience working in affordable housing. This experience includes screening and prequalifying applicants, advertising vacancies, ordering background checks, preparing leases and other tenant related documents including HOME and HUD documentation, complying with all HOME and HUD documentation and reporting procedures, maintaining property and tenant files, collecting and posting rents and deposits, preparing and serving tenant notices, such as eviction notices and procedures, conducting regular inspections and supervising maintenance.

NEDCO has provided award-winning financial capability and asset building programs in Lane County for over twenty years. Tenants in the River Road Apartments will have access to NEDCO's financial education offerings and coaching, as well as asset building programs, including Individual Development Accounts and microenterprise services, free of charge. Our staff has experience working with a diverse range of residents with varying needs. We will work closely with our partners at HIV Alliance to ensure that the particular needs of this unique population are met.

17. List the names of key property management staff, their titles and their years of experience in affordable housing.

Name	Title (e.g., project manager, intake staff)	Years Experience in Affordable Housing
Matt Fadich	Director of Finance	11
Lori Love	BuildingWorks Director	11
Dannette Gwin	Property Manager	9

Attachments

- ☐ Development consultant agreement
- ☒ Most recent audited financial statement and current year operating budget

Please complete the following Excel form in Attachment D and place in this section:

► Form 9, Identity of Interest Matrix

SECTION 10 SERVICES

Intake and Transition

1. If in Section 3, you indicated that your organization is working with a referral agency, describe their focus and service areas:

HIV Alliance supports people affected by HIV/AIDS through advocacy, medical case management, referral services, HIV education, and emergency financial assistance, and serves clients in eleven Oregon counties, including Clatsop, Coos, Curry, Douglas, Josephine, Jackson, Klamath, Lake, Lane, Lincoln, and Marion. The Alliance provides comprehensive Care Coordination Services, including housing and social service referrals, benefits and health insurance advocacy, emergency financial assistance, assistance accessing mental health and drug and alcohol rehabilitation programs, and employment and financial planning referrals. Medical Case Management services include nutrition counseling, HIV education, monitoring of patient lab results, medication consultation, and case consultation with physicians.

2. If in Section 3, you indicated that your organization is **NOT** working with a referral agency, describe how individuals and families will find out about your program:

- a. If your organization intends to serve homeless individuals and families, indicate your expected client source (check all that apply):

☐ Streets

☐ Shelters

☐ Hospitals

☐ Jails

☐ Other (please explain)

3. Specify any imposed time limit on tenancy (i.e. up to 24 months for transitional housing).

4. Explain how time-limited households will transition into permanent housing.

N/A

Case Management and Other Services

5. Describe your case management or services model and how it leads to housing stability and self-sufficiency for the client.

Both NEDCO and HIV Alliance will work to provide stability for the tenants of the River Road Apartments by leveraging each organization's strengths and services to maximize positive outcomes for clients. HIV Alliance will provide comprehensive case management and individualized care plans for tenants affected HIV/AIDS.

NEDCO will provide access to financial literacy, homebuyer education, microenterprise and small business training, and one-on-one financial coaching to help client develop budgeting and financial

planning skills to put them on the path to financial stability. Clients are also eligible to participate in Individual Development Accounts to help save for a specific asset goal, including home or car ownership, post-secondary education, or business startup.

By taking a holistic approach to the care of the body and mind, and recognizing housing as a primary source of stability for individuals and households, the proposed partnership between NEDCO and HIV Alliance will ensure that quality and affordable housing and programs encouraging personal and economic self-sufficiency are available to low-income households in our community. NEDCO's property management team will stay in close communication with HIV Alliance to make certain that wrap-around support is provided for tenants referred through their agency.

6. What are the proposed staffing levels (case manager to household ratio)?

case managers to households

7. If services will be provided by another agency, provide the name of the organization that will provide the services, the roles and responsibilities of the agency, and who will be the lead.

Service Provider	Role/ Responsibility	Lead at Service Provider
HIV Alliance	Case Management	Amanda McCluskey

8. Describe how coordination of services will be handled.

HIV Alliance Case Managers will refer clients to NEDCO. Upon receiving applications, NEDCO will contact the applicant and the referring HIV Appliance Case Manager. If units are available, NEDCO will work with tenants in accordance with Fair Housing laws and practices to fill the units. If units are not available, NEDCO will add the potential tenant to a waiting list, maintained and operated under Fair Housing practices. Upon tenant selection, HIV Alliance Case Managers will be notified and the collaborative process to begin tenant occupancy will commence. Should the tenant choose to participate in NEDCO's programs, NEDCO staff will work with HIV Alliance Case Managers to establish action plans and communicate pertinent details about tenant progress.

Project Fit with Agency Mission

9. Briefly describe how this project fits the organization's mission and that of any project partner's mission.

NEDCO's mission to collaboratively build human and capital assets to strengthen neighborhoods and broaden participation is served perfectly by this project. Not only will the organization acquire an existing capital asset and designate it for low-income housing, thus improving its value to the community, but we will have the opportunity to help individuals build their personal assets, knowledge and skills in financial management.

HIV Alliance has a mission to support people living with HIV/AIDS and prevent new HIV infections. This project will benefit their clients by providing stable housing and access to NEDCO's programs and services.

10. Describe your property management experience, or that of your proposed property manager entity, as it relates to working with the proposed population.

NEDCO staff have more than 40 years of combined experience providing real estate development and property management duties. Currently, NEDCO manages a twelve-unit, four-unit, and two-unit affordable housing developments, as well as several scattered site affordable single-family rentals. In addition to extensive property management experience, NEDCO's Director of Finance, Matt Fadich, serves on the board of HIV Alliance, providing staff experience with the organization's mission and insight into areas of service. NEDCO has also previously partnered with HIV Alliance to deliver financial literacy classes specific to their clients. This collective experience, training, and

interest aligns well with the goals of this project and provides a basis for successful property management.

Cultural Competency

11. Explain how your organization will provide culturally competent services that meet the needs of the proposed population.

NEDCO is thoughtful and careful in its approach to offering culturally competent services to our clients in a number of ways. We provide language accommodations, with bilingual English/Spanish counselors and staff, and with contracted translators and interpreters for other languages, including ASL. We regularly provide financial capability and homeownership courses in Spanish. We work to ensure that all materials are offered in Spanish, not simply as a translation from English, but to convey information in a manner that is clear, engaging, and culturally sensitive. We also have extensive experience working with populations that require a high level of confidentiality in service provision and records management, including survivors of domestic violence and people affected by HIV/AIDS. We strive to understand the context and experience of each client as an individual, so that we can best provide a platform for their long-term success and self-sufficiency. NEDCO staff participate in training and education related to cultural competency. We plan to closely collaborate with HIV Alliance so that we have the knowledge necessary to ensure that we can best meet the needs of those affected by HIV/AIDS.

12. Describe how your organization's staff and board reflect the population that will be served, and how your organization is working to broaden staff and board diversity and knowledge around cultural competency.

NEDCO's board is composed of members with a variety of life circumstances and experiences. The board includes people of various ages, including young adults, and includes low-income representation as well. The board continues to strengthen its commitment to diversity through recruitment and outreach to minority board members and increasing low-income and client representation deliberately. NEDCO actively recruits staff from diverse cultural and socioeconomic backgrounds.

Attachments

<input checked="checked" type="checkbox"/>	Memorandum of Understanding
<input type="checkbox"/>	Services funding commitment letters

Memorandum of Understand between NEDCO (Neighborhood Economic Development Corporation) and HIV Alliance

Regarding the property located at 1689-1695 River Road, Eugene OR 97404

The Organizations:

NEDCO is Oregon's first and oldest Community Development Corporation, headquartered in Springfield, OR. NEDCO's mission is to collaboratively build human and capital assets to strengthen neighborhoods and broaden participation in community ownership and governance.

HIV Alliance provides care coordination, medical case management, and pharmaceutical support to people living with HIV/AIDS in 11 counties. Its mission is to support people living with HIV/AIDS and prevent new HIV infections.

The Project:

NEDCO proposes to acquire the 4-unit apartment building located at 1689-1692 River Road in Eugene for the purpose of creating low-income units for people with incomes between 0-50% AMI (area median income). This project is to be funded in part by HUD's HOME grant program, which places constraints on tenant approval including rent limits, utility allowances, and other guidelines which change from time to time. HUD's updated guidelines will apply to this project during the proposed 15-year affordability period. NEDCO will prioritize available units for HIV Alliance referred clients.

Responsibilities:

NEDCO will provide:

- Tenancy preference for HIV Alliance clients aged 18 and over who fit the income and screening criteria and can support HOME-designated rents.
- Tenant access to all NEDCO asset building programs, including financial capability, homeownership, microenterprise and other programs as they are offered.
- Tenant opportunity to participate in NEDCO's Individual Development Account program (IDA) which provides a 3:1 match on participant savings toward the purchase of a qualifying asset goal.
- Tenant access to Community LendingWorks products for which they qualify and which can help them build credit, manage debt, and improve their financial situation.
- Property management and maintenance including tenant screening, an annual inspection, rent collection and other management duties related to the proper management of the asset.

HIV Alliance will provide:

- Refer clients to the NEDCO wait list as housing needs are identified
- Calculate and document income
- Screening and assessment of housing program eligibility
- Provide Case Management Services including advocacy for medical care and stabilization services
- An informed consent process for households referred to the wait list

Terms of Agreement:

This Memorandum of Understanding will be executed upon signing, and is subject to approval of all funding sources for the acquisition of the property and successful acquisition. The terms may be revisited and adjusted upon mutual agreement of both parties at any time.

Parties may terminate this agreement by informing the other in writing at least 60 days in advance of the intent to terminate.

No funds will be transferred between agencies for this project.

Signatures:

For NEDCO:

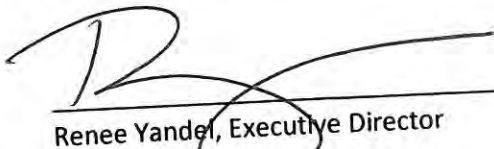


Emily Reiman, Executive Director

2/3/16

Date

For HIV Alliance



Renee Yandel, Executive Director

2/3/16

Date



Addendum to Eugene HOME application, 2016

Addendum to Section 2, Question 1; Section 3, Question 1; Section 9, Question 13

NEDCO has a Memorandum of Understanding with HIV Alliance to provide referrals and case management for tenants of the apartment complex at 1689-1695 River Road. Those affected by HIV/AIDS do not need to be existing clients of HIV Alliance and do not need to be referred to become tenants or to be placed on the waiting list for apartments. Those affected by HIV/AIDS will be given priority for apartments as a special needs non-homeless population identified in the 2015 Eugene/Springfield Con Plan.

Addendum to Section 1, Question 6; Section 2, Question 2; Section 2, Question 4; Section 2, Question 2.23

Our project will consist of the acquisition and rehab of an existing property. To clarify, HOME funds will be used for acquisition only. Rehab will be funded by NEDCO through other sources.

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